

## **Addendum 1**

### **BUDGET DUTIES**

Works under the supervision and direction of INL Acquisition and Budget Supervisor. Incumbent's main duty is to thoroughly review all INL invoices with a monthly value of \$3 million received by the INL Section. This includes assuring that everything has been received by the INL Logistics Supervisor, matching the quantities and amounts with the INL Procurement and Financial Reports, before it is processed for payment.

INL Budget and Admin Assistant provides support to the INL Acquisitions and Budget Supervisor in all budget activities that the supervisor considers appropriate and when required.

Incumbent will serve as a back up (for budgeting responsibilities) when the supervisor is on leave or out of the country.

Incumbent must follow up and keep track of the payments of each invoice in order to reduce the unliquidated obligation amounts per each obligation created.

Incumbent is also in charge of creating financial spreadsheets to track the funds availability for Third Party Services Personal Services Contracts and lease Contracts.

Incumbent must provide reports/stats about all invoices paid during every month, and consolidate everything into a yearly report.

The Job holder will review every travel authorization to assure that excess of funds are being de-obligated as soon as every travel is completed in coordination with INL Training and Travel Specialist.

Interfaces with U.S. Embassy San Salvador, Mexico's FMO sections and Charleston regional payment center on all invoicing/vouchering/payment issues and also works with them to maintain INL Bilateral and Regional Gang Initiative obligations closed.

Provide assistance to the INL Acquisitions and Budget Specialist to draft cables and correspondence when necessary.

#### ADMINISTRATIVE DUTIES

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Must pick up and review official incoming mail for the INL section make copies and enclosures of outgoing mail. Compile and prepare budget communication for other agencies, draft and process donation letters for the host government units and control that all purchases are completed and filled accordingly. This also includes escorting people inside and outside the Embassy when is required.

Perform Sub-cashier duties during the supervisor's temporary or long-term absences. Incumbent has a permanent advance of \$500.00

Job holder assists in coordinating, preparing and submitting Visitor Access Request for every assets delivered or picked up inside the Embassy.

Requests Office supplies for the INL section.

Maintains an agenda of all INL financial activities and provides timely reminders of appointments. Incumbent must exercise judgment by setting priorities and scheduling commitments.

Incumbent has to perform other admin duties and responsibilities as assigned by the INL Acquisitions and Budget Specialist.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."